

**COUNTRA COSTA COUNTY
REQUEST FOR PROPOSALS (RFP)
FOR
EMPLOYEE HEALTH AND WELFARE BENEFITS
CONSULTING AND ACTUARIAL SERVICE**

**PRE-PROPOSAL CONFERENCE AGENDA
FEBRUARY 26, 2010**

- I. Registration of all attendees
- II. Welcome
- III. Review of RFP process
 - Proposals will be reviewed to ensure they meet the requirements as outlined in the RFP
 - All proposals that meet the requirements will be referred to the Review Committee. This Committee will review and rate the proposals in accordance with weights and criteria listed in RFP. This committee will refer final candidates to the Finalists' Review Committee.
 - The Finalists' Review Committee will review and rate the referred proposals using the same weights and criteria.
 - The Finalists' Committee will then invite their final candidates to make a presentation.
 - References will be checked
 - A recommendation will be made to the Board of Supervisors
 - The resulting contract(s) will be reviewed by County Counsel prior to engagement.
- IV. Review of questions received on or before February 24, 2010
- V. Other questions
- VI. Updating Human Resources website
- VII. Thank You